



**Town of Maple Creek  
Job Description**

<b>Job Title</b>	Public Works Operator
<b>Reports To</b>	Director of Operations
<b>Job Status</b>	In-Scope

**Position Overview**

Reporting to the Director of Operations or his designate, the Public Works Operator is responsible for performing physical tasks maintaining municipal infrastructure including equipment, often working outdoors in all weather, assisting equipment operators and skilled trades, responding to emergencies for public safety and convenience, operating heavy machinery for municipal maintenance and assisting with municipal utilities systems.

**Key Accountabilities and Duties**

***Roads and Streets***

- performs manual and semi-skilled tasks to build, maintain, and repair municipal roads and public property, involving everything from pothole patching, crack sealing, resurfacing, drainage cleaning, signage upkeep, digging trenches, spreading asphalt/salt, snow removal, equipment maintenance, assisting skilled trades, and ensuring safe and functional public infrastructure year-round.
- operates and maintains skid steers, loaders, sweepers, backhoes, tractors, graders, and other related equipment as required.

***Winter Maintenance***

- performs manual and semi-skilled tasks to ensure public roads, sidewalks, and municipal areas are safe and clear of snow and ice.
- operates and maintains snowplows, sand/salt spreaders, and other equipment for snow/ice removal on roads and sidewalks, ensuring public safety, performing pre/post-shift equipment checks, and working irregular shifts (nights/weekends) in challenging weather conditions.

***Waste Management***

- performs manual and semi-skilled tasks related to the collection and disposal of household solid and yard wastes, as required.
- operates and maintains the garbage truck, billy goat, waste compactor and other related equipment as required.

***Utilities***

- performs repairs/maintenance to municipal utilities systems (water/sewer) as required including water shut-off/turn-on, meter repair/replacement, utility excavation and repairs, valve/hydrant operation, assistance in the maintenance at the mechanical water/wastewater facilities, and other duties as required.
- operates and maintains pressure washers and other related equipment as required.



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***Groundskeeping***

- maintains outdoor areas (parks, green spaces) by mowing, planting, watering, fertilizing, pruning, and managing landscapes to keep them safe, clean, and attractive, operating various hand/power tools and equipment like mowers, trimmers, and chainsaws, and ensuring grounds are pristine and weed-free.

***General Facility Operation and Maintenance***

- performs general facility repair/maintenance as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

**Qualifications**

***Experience and Education Requirements***

- Grade 12 education or equivalent - Mandatory
- Valid Class 3 Saskatchewan Driver's License with Air Brakes "A" Endorsement - Mandatory to be obtained within 1 year.
- 2 years' experience in municipal public works operations – preferred
- Working knowledge of municipal utilities systems – preferred
- Ability to operate heavy equipment (grader, loader, street sweeper, garbage truck, etc.) – preferred

***Mandatory Knowledge, Skills, and Abilities***

- Ability to work safely at all times.
- Physically capable of performing all required tasks competently and effectively including manual shoveling/digging, lifting, carrying, climbing on ladders, working at various heights, and other related tasks.
- Ability to work effectively in inclement weather conditions
- Ability to maintain accurate records and written reports as required
- Valid First Aid/CPR certification
- Ability to work cooperatively with others and to maintain respectful behaviour toward others
- Strong troubleshooting, mechanical aptitude, communication (written and verbal) skills, and the ability to work independently or as part of a team are essential skills

**Qualifications and Experience Required for Position Advancement:**

**Public Works Operator I**

- Capable of performing all duties as assigned.
- Demonstrated competency (including training and experience) in the operation and maintenance of mowers, skid steers, loaders, landfill waste compactor and related small equipment.

**Public Works Operator II**

- Capable of performing all duties as assigned.
- Possesses all training/competencies required of the Public Works Operator Level I position.



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- Demonstrated competency (including training and experience) in the operation and maintenance of the street sweeper, backhoe, and tractor w/ related attachments.

**Public Works Operator II with 3A Air Brakes Endorsement Driver's License**

- Capable of performing all duties as assigned.
- Possesses all training/competencies required of the Public Works Operator Level II position.
- Holds a valid Class 3 Saskatchewan Driver's License with Air Brakes "A" Endorsement.
- Demonstrated competency (including training and experience) in the operation and maintenance of the garbage truck and related small equipment.

**Public Works Operator III**

- Capable of performing all duties as assigned.
- Possesses all training/competencies required of the Public Works Operator Level II with 3A Air Brakes Endorsement position.
- Demonstrated competency (including training and experience) in the operation and maintenance of the grader and related small equipment.

**Public Works Operator IV/Utilities I**

- Capable of performing all duties as assigned.
- Possesses all training/competencies required of the Public Works Operator III position.
- Possession of Valid Saskatchewan Certification in Water Treatment Class 1, Water Distribution Class 1, Wastewater Treatment Class 1, and Wastewater Collection Class 1.

**Public Works Operator V/Utilities II**

- Capable of performing all duties as assigned.
- Possesses all training/competencies required of the Public Works Operator IV position.
- Possession of Valid Saskatchewan Certification in Water Treatment Class 2, Water Distribution Class 2, Wastewater Treatment Class 2, and Wastewater Collection Class 2.

**Competencies**

***Quality:***

- Maintains a high level of attention to the tasks at hand in order to ensure timely, effective, thorough and safe completion of the tasks
- Reviews work thoroughly to identify errors or omissions before moving to the next task
- Ensures compliance with organizational policies and procedures

***Service:***

- Delivers friendly and helpful service to other staff and to the public
- Responds promptly and accurately to supervisory requests

***Communication:***

- Communicates clearly and effectively with staff and the public
- Demonstrates the ability to effectively direct inquiries to the appropriate department



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***Efficiency:***

- Efficiently manages routine tasks, such as customer service duties

***Problem-Solving:***

- Handles unexpected situations calmly and effectively

***Teamwork:***

- Collaborates well with colleagues and contributes to a positive work environment
- Actively participates in team activities and supports team goals

***Adaptability:***

- Shows flexibility in adjusting to changing priorities and demands

***Confidentiality:***

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to organizational policies regarding confidentiality

**Working Conditions**

The Public Works Operator works primarily in an outdoor setting often during extended periods of inclement weather. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, competent completion of tasks.

Flexibility in attendance is necessary as a physical response to events/incidents may occur at any time of day or evening, including weekends.

This position is subject to pressures and challenges caused by the demand for services and the demands for competent and timely handling of all tasks.